

Mission Springs Water District
Policy & Practice Manual

Policy 2010-3
Petty Cash Disbursement/Replenishment

Rescinding Policy No. 97-4

Adopted: April 19 2010

Approved by: 
General Manager

Policy Summary

I. Policy Statement:

It is the purpose of this policy to outline provisions for the disbursement and replenishment of the petty cash fund.

II. Administrative Guidelines

1. The petty cash fund is established at \$200.
2. The Accounting Manager is custodian of the fund. In the custodian's absence, the Front Office Supervisor acts as custodian.
 - a. It is the fund custodian's responsibility to determine when the fund requires cash replenishment.
 - b. To obtain replenishment of the fund, a Check Request form will be prepared by the custodian with paid out receipts attached.
 - c. The paid out receipt forms will list the appropriate account number to which the expenditure should be charged by the accounting department.

III. Cash Disbursement/ Reimbursement

1. The custodian will disburse funds in advance, upon request, to employees for district expenditures.
 - a. Employees must sign a receipt at the time cash is disbursed and return change and receipt to custodian, at which time an adjustment to the receipt will be made.
2. Any cash expense of \$25 or less will be reimbursed from the fund. Cash expenditures over \$25 should be submitted on an Expense Report to the Accounting Department and will be reimbursed to the employee no later than one week following approval of the Report.
3. An employee requesting reimbursement for a cash expenditure must submit a receipt, initialed by supervisor and coded with appropriate account number, at time of reimbursement.